

# MARYLAND DEPARTMENT OF JUVENILE SERVICES



## POLICY & PROCEDURE

**SUBJECT:** Video Surveillance Cameras  
**NUMBER:** RF-04-05 (Residential Services)  
**APPLICABLE TO:** Residential Facilities  
**EFFECTIVE DATE:** November 4, 2005

Approved: "/s/signature on original copy"  
**Kenneth C. Montague, Jr., Secretary**

1. **POLICY.** Department of Juvenile Services (DJS) employees shall utilize video surveillance cameras in residential facilities as an additional safety and security measure, which can serve to electronically document daily activities in a facility. Video surveillance cameras shall only be mounted in common areas within and outside of a facility. Employees shall utilize video surveillance cameras in accordance with the requirements set forth within this Policy and Procedure.
2. **AUTHORITY.**  
  
Annotated Code of Maryland, Article 83C § 2-117, 2-118, 2-118.1.
3. **PROCEDURES.**
  - (1) Video surveillance cameras may be located in the following common areas:
    - (i) Common hall ways;
    - (ii) Classrooms;
    - (iii) Common medical care areas;
    - (iv) Dining halls;
    - (v) Dormitory sleeping areas;
    - (vi) Dormitory day rooms;
    - (vii) Facility perimeter;
    - (viii) Recreational areas (i.e. Gym, canteen, game room, resource room, etc.); and
    - (ix) Sally ports.
  - (2) Cameras will be positioned to eliminate and/or reduce blind spots.
  - (3) Video Cameras shall not be mounted in bathrooms, showers, or single sleeping rooms.
  - (4) Videos shall be recorded from each camera.

- (5) All tapes shall be retained for a period of 30 days.
- (6) Any tape recording of an incident that is the subject of an investigation, referral for prosecution, criminal prosecution, civil lawsuit, or requested by counsel for authorized reasons, shall be maintained indefinitely.
- (7) The Office of Professional Responsibility and Accountability (OPRA) shall randomly spot check the functionality of video cameras in DJS facilities where video surveillance cameras are utilized.
- (8) Youth shall never be advised by any employee whether video surveillance cameras are operational, or where they are mounted if they are not visibly mounted.

4. **DIRECTIVES/POLICIES AFFECTED.**

- a. Directives/Policies Rescinded - **None.**
- b. Directives Referenced - **None.**

5. **LOCAL IMPLEMENTING PROCEDURES REQUIRED.** **Yes**

6. **FAILURE TO COMPLY.**

Failure to comply with a Secretary's Policy and Procedure shall be grounds for disciplinary action up to and including termination of employment.

**Appendices – None.**



## **MARYLAND DEPARTMENT OF JUVENILE SERVICES EMPLOYEE STATEMENT OF RECEIPT POLICY AND PROCEDURE**

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I have received one copy (electronic or paper) of the Policy and/or Procedure as titled above. I acknowledge that I have read and understand the document, and agree to comply with it.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

**(THE ORIGINAL COPY MUST BE RETURNED TO YOUR IMMEDIATE SUPERVISOR FOR FILING WITH PERSONNEL, AS APPROPRIATE.)**